



**Application For Employment**

**D.L. Evans Bank is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to sex, race, color, religion, national origin, age, veteran's status, disability, citizenship, or any other status protected by applicable federal and state laws.**

**IMPORTANT INSTRUCTIONS:** Please fill in your response in each area unless otherwise indicated. All answers must be printed or typed. Answers that are illegible or incomplete may prevent D.L. Evans Bank from considering your application.

**Name:** \_\_\_\_\_ **Social Security #:** \_\_\_\_\_  
(Last) (First) (Middle Initial)

**Address:** \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
(Home) (Cell/Message)

If necessary, best time to call you is: \_\_\_\_\_:\_\_\_\_\_ AM PM

May we contact you at work?  Yes  No If yes, work number is: (\_\_\_\_) \_\_\_\_\_

**Position Information**

Position applied for: \_\_\_\_\_ Date available for work: \_\_\_\_\_

If hired, can you provide documentation that you are legally authorized to work in the United States?  Yes  No

Have you ever previously been employed at this Company?  Yes  No  
If "Yes", please specify dates: \_\_\_\_\_ Position(s): \_\_\_\_\_ Employee #: \_\_\_\_\_

Have you ever previously been interviewed by this Company?  Yes  No  
If "Yes", please specify dates: \_\_\_\_\_ Position(s): \_\_\_\_\_

Does this Company employ any of your relatives, including in-laws?  Yes  No  
If "Yes", name of person: \_\_\_\_\_ Relationship \_\_\_\_\_ Position(s): \_\_\_\_\_

What is your desired salary range or hourly rate of pay?  
\$ \_\_\_\_\_ Per \_\_\_\_\_

If they have been explained to you, can you meet the attendance requirements for this position?  Yes  No  N/A  
Which days of the week are you available to work?  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Will you travel if the job requires it?  Yes  No Will you relocate if the job requires it?  Yes  No

Have you entered into any agreement, such as a non-competition agreement, with a former employer or other party that might, in any way, restrict your ability to work for our company?  Yes  No If yes, please explain: \_\_\_\_\_



## Employment History

**IMPORTANT INSTRUCTIONS:** Starting with your current or most recent employer, list in consecutive order your last ten years of work experience. Include all full-time, part-time, summer, and temporary employment. Leave no gaps longer than a one-month period. Use separate sheets of paper if necessary. Completion of Employment History is required. **Please do not list "see resume" as a resume may not be substituted for Employment History.**

Employer Name:	City:	State:
Position Title:		Dates of Employment:
Present or Recent Duties & Responsibilities:		Starting Salary or Hourly Wage:
Reason for Leaving:		Commissions/Bonus:
What did you like most about this position:		Ending Salary or Hourly Wage:
What did you like least about this position:		Commissions/Bonus:
Supervisor Name:	Phone Number:	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Employer Name:	City:	State:
Position Title:		Dates of Employment:
Present or Recent Duties & Responsibilities:		Starting Salary or Hourly Wage:
Reason for Leaving:		Commissions/Bonus:
What did you like most about this position:		Ending Salary or Hourly Wage:
What did you like least about this position:		Commissions/Bonus:
Supervisor Name:	Phone Number:	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later
Employer Name:	City:	State:
Position Title:		Dates of Employment:
Present or Recent Duties & Responsibilities:		Starting Salary or Hourly Wage:
Reason for Leaving:		Commissions/Bonus:
What did you like most about this position:		Ending Salary or Hourly Wage:
What did you like least about this position:		Commissions/Bonus:
Supervisor Name:	Phone Number:	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later

Please explain any gaps in employment, other than those due to personal illness, injury or disability. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Background Information

Have you ever been suspended, placed on probation, asked to resign, discharged or terminated from previous employment?  Yes

No

If "Yes", please explain: \_\_\_\_\_  
 \_\_\_\_\_

Have you ever been convicted of or sentenced for any felony or serious criminal violation of the law within the past 10 years (The existence of a criminal record does not constitute an automatic bar to employment as each hiring decision is made on an individual basis.)?  Yes  No

If "Yes", please explain: \_\_\_\_\_  
 \_\_\_\_\_

## Education Information

High School or GED:	City:	State:	Degree:	Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	GPA:
College:	City:	State:	Degree:	Major:	GPA:
Graduate:	City:	State:	Degree:	Major:	GPA:
Professional Certifications:	City:	State:	Certification Type:		
Other:	City:	State:	Relevant Information:		

## References

List the names and telephone numbers of three **business/work related** references who are **not** related to you. If not applicable, list three school or personal references **not** related to you.

Name	Relationship to You	Telephone Number

## Computer Skills

Please check all appropriate boxes and indicate year of experience using each.

- Microsoft Excel    Years: \_\_\_\_\_     
  E-mail    Years: \_\_\_\_\_  
 Microsoft Word    Years: \_\_\_\_\_     
  Internet    Years: \_\_\_\_\_  
 Other \_\_\_\_\_    Years: \_\_\_\_\_



### Application Self-Identification

D.L. Evans Bank is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to sex, race, color, religion, national origin, age, veteran's status, disability, citizenship, or any other status protected by applicable federal and state laws.

We request your cooperation in providing the following information, which will be used in accordance with federal and state statutes and regulations regarding Equal Employment Opportunity and Affirmative Action. ***Providing this information is voluntary.*** All information received remains separate from your employment application and is not used in any way during the interviewing or hiring process.

If you choose not to provide this information, check the space below indicating your decision. The absence of this data will, however, limit our effectiveness in auditing our employment practices and meeting fair employment reporting requirements.

Date: \_\_\_/\_\_\_/\_\_\_

Position Applied For: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Initial

I decline to provide the information requested below.

### Survey

Please check each box that applies to you:

Gender:  Male  Female

- Race/Ethnicity:
- White (not of Hispanic origin):** All persons having origins in any of the original peoples of Europe, North Africa, and the Middle East.
  - Black or African American (not of Hispanic origin):** All persons having origins in any of the Black racial groups of Africa.
  - Hispanic or Latino:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
  - Asian or (Not Hispanic or Latino):** All persons having origins in any of the original people of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
  - American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America and South America (including Central America), and who maintain tribal affiliation or community attachment.
  - Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino):** A person having origins in any of the peoples of Hawaii, Guan, Samoa, or other Pacific Islands.
  - Two or More Races:** All persons who identify with more than one of the above five races.



***FAIR CREDIT REPORTING ACT  
DISCLOSURE & AUTHORIZATION***

**Disclosure**

*D.L. Evans Bank, when considering your application for employment, when making a decision whether to offer you employment, when deciding whether to continue your employment (if you are hired), and when making other employment related decisions directly affecting you, may wish to obtain and use a "consumer report" from a "consumer reporting agency." These terms are defined in the Fair Credit Reporting Act ("FCRA"), which applies to you. As an applicant for employment or employee of D.L. Evans Bank, you are a "consumer" with rights under the FCRA.*

*A "consumer reporting agency" is a person or business that, for monetary fees, dues or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing "consumer reports" to others, such as D.L. Evans Bank.*

*A "consumer report" is any written, oral or other communication of any information by a "consumer reporting agency" bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living which is used or collected for the purpose of serving as a factor in establishing the consumer's eligibility for employment purposes.*

*If D.L. Evans Bank obtains a "consumer report" about you, and if D.L. Evans Bank considers any information in the "consumer report" when making an employment related decision that directly and adversely affects you, you will be provided with a copy of the "consumer report," the name and address of the reporting agency and a written description of your rights under the FCRA before the decision is finalized. You also may contact the Federal Trade Commission, about your rights under the FCRA as a "consumer" with regard to "consumer reports" and "consumer reporting agencies."*

**Authorization**

*By signing below, I, \_\_\_\_\_, hereby voluntarily authorize D.L. Evans Bank to obtain "consumer reports" about me from a "consumer reporting agency" and to consider the "consumer reports" when making decisions regarding my employment at D.L. Evans Bank. I understand that I have rights under the FCRA, including the rights discussed above.*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Applicant*



### Referral Source

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Current Employee | <input type="checkbox"/> Trade or High School         | <input type="checkbox"/> Newspaper Ad             |
| <input type="checkbox"/> Company Website  | <input type="checkbox"/> College Recruitment/Job Fair | <input type="checkbox"/> Idaho Commerce and Labor |
| <input type="checkbox"/> Former Employee  | <input type="checkbox"/> Employment Agency            | <input type="checkbox"/> Other _____              |

### Related Information

Please list any job-related organizations (professional, trade, etc.) to which you belong. **Exclude membership information that may reveal protected status.**

Organization	Office(s) Held

Is there any other job-related information you want us to know about you? \_\_\_\_\_

### Applicant's Affirmation, Consent, and Release

**IMPORTANT:** Please read the following statements carefully. Please sign this application where indicated below.

- I HEREBY AFFIRM that my answers to all of the foregoing questions are true and complete and that I have not knowingly withheld any facts, circumstances or other information, which would, if disclosed, affect my application. I further understand that any false or misleading statement or omission of pertinent information or facts made on or attached to this application or made during the pre-employment process will result in my application being rejected, or if discovered after I am hired, in my employment being terminated.
- I HEREBY AUTHORIZE the Company and its representatives to conduct an investigation of my application, including, but not limited to, my prior employment, educational, and licensing information.
- I HEREBY AUTHORIZE the Company and its representatives to request and I ALSO AUTHORIZE, RELEASE, AND REQUEST each former employer, school attended, and each person, firm, entity or corporation shown on my application, to furnish at any time, any information which may be sought concerning me and my work habits, character or skill, general reputation, personal characteristics, and any other data required, whether in connection with this application or for the purposes of complying with security, safety or insurance requirements or otherwise.
- I HEREBY RELEASE the Company and its representatives and each former employer, school attended, and each person, firm, entity or corporation shown on my application, and all of their current and former officers, directors, agents, servants, employees, members, predecessors, successors, attorneys, assigns and affiliates of and from any and all claims, liabilities, demands, causes of action, costs, expenses, attorney's fees, damages, and obligations of every kind and nature, in law, equity, or otherwise, known and unknown, suspected and unsuspected, disclosed and undisclosed, arising out of or in any way related to any information sought or disclosed about me as part of or pursuant to my application for employment.
- I HEREBY AFFIRM that nothing contained in this application and/or any statement or representations that may be made during the pre-employment or interview process is intended to create an employment contract between the Company and myself.
- I HEREBY AFFIRM that I am allowed to enter into employment with, or provide service to, the Company and that my duties as an employee will not breach any agreement I have with any former employer of mine or any other third party. I HEREBY FURTHER AFFIRM that I will not bring with me or disclose to the Company any confidential information that I learned as a result of any previous employment which is not generally available to the public or has not been legally transferred to the Company, unless I am expressly authorized by the owner of such confidential information to do so.
- I HEREBY AFFIRM that any offer of employment shall be conditioned on completion of the Company's pre-employment tests, including, but not limited to, pre-employment drug screening, and completion of all Company documentation and procedures. I will, upon request, sign all necessary consents and forms.

I HEREBY AFFIRM that should I be given employment, such employment shall be on an "AT-WILL" basis for an indefinite period of time and such employment may be terminated at any time, for any reason, with or without cause or prior notice. I further understand that only the Chief Executive Officer of the Company has the authority to enter into any agreement for employment for a specific term or duration or to make any agreement contrary to the nature of this "at-will" employment, and that any such agreement must be in writing and signed by the Chief Executive Officer.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_